

CV for Eva Heljesten

Personal information

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Current employment

Oracle Svenska AB, that in 2005 acquired **PeopleSoft Nordic AB** where I was hired in October 2001. I have the position of Translation Manager Sweden since 1 May 2003 and am responsible for all PeopleSoft and JD Edwards translations, such as CRM and HR programs, from English to Swedish. I manage the local coordination team, and contract freelance translators for each project as needed. It is a very independent position as the rest of our organization is based globally. The job also comprises preparation, translation, follow-ups, proof reading, terminology work, documentation of procedures for the Swedish translation department, and testing as well as delivery checks of freelance work. The translations are done mostly directly in SQL databases, and sometimes Trados is used. The job also involves reviewing translation tests by new freelance candidates and negotiating contracts and prices.

Higher education

Diploma of Marketing Communications DRMI, RMI Berghs (Berghs School of Communication)
English, Stockholm University (40 points)
Russian, Stockholm University (20 points)
Multimedia development, KTH (Royal Institute of Technology) (10 points)

Other education

Project Management training
Information Mapping training
A number of shorter computer related courses in various areas, such as:
➤ Basic SQL training
➤ PeopleTools training
Per Brahe gymnasium, samhällsvetenskaplig linje (social science line)
Gullmarsplans KomVux, ekonomisk linje (business administration and economics line)

Languages

Native language: Swedish. I am more or less fluent in English. I have studied French, German (senior high school level), and Russian and Italian (very basic level).

Tool knowledge

MS Office	Adobe Acrobat Pro
IBM Translation Manager	Adobe Photoshop
Trados Translator's Workbench	Adobe FrameMaker
Trados TagEditor	Adobe PageMaker
Lotus Notes	TextPad
Microsoft SQL Server – Query Analyzer	RoboHelp

CV for Eva Heljesten, cont.

Previous work experience

Explicon AB (translation vendor company)

Explicon AB (formerly Translator Teknikinformation AB) January 1995 to October 2001. I worked as a translator (from English, Danish, Norwegian into Swedish) and technical writer (in Swedish and English), primarily in IT, telecom and economics related projects. I was involved in a number of web projects on both information design, web help and production of user manuals and other documentation for web services. I have also worked as a project leader in a number of projects. I have been involved in a great number of very varying customer projects, such as:

IBM Svenska AB

Translated operating systems such as OS/2 Warp, OS/2 Warp Server etc., manuals, software, and help texts for OS/2 and AS/400. I performed translation testing in Sweden and in the US. Acted as project leader in a number of projects.

International project leader for a mutual *IBM-Netscape project* with translations into 19 languages. Among the tasks were development of translation methodology, tools selection, project schedules and project leading during the translation and testing periods.

Telia AB (Swedish Telecom)

Produced user documentation for the web services MultiFax, Reflex and TeleMöte. For MultiFax also development of the information structure at the web site was also part of the job as well as project leading.

Razorfish AB

Produced three manuals in English for the customer's end users in order for this audience to be able to update the company's web content via administrative interfaces. Producing graphics for the manuals was also part of the job.

AddTrust AB

Produced two manuals in English, one for end users and one for administrators, for a web service for digital certificates aimed at corporate customers.

Televerket (1985-1993) (Swedish Telecom before deregulation)

Responsible for administrative systems, public telephones. Also dealt with a number of different administrative tasks.

Other employers

Konsum Stockholm, Olsson & Rosenlund, Hennes & Mauritz, Jönköpings Stadsbibliotek, Kibbutz voluntary work in Israel.

Miscellaneous

I live with Rolf, and we have our home on the outskirts of Stockholm. I have a daughter, Sara, who was born in 1992. I was a member of the BRF Hallen condominium board between 1999 and 2003 where I was responsible for their web and broadband connections. I recently became an administrator of a web forum. My interests are bicycling, photography, traveling, and reading. I also run a company where I take on shorter translation and proofing jobs on my free time to keep up to date with the industry.